



## St. Anne's C.E. (VC) Primary School

"Together with God, Making Learning a Life Long Friend"

4<sup>th</sup> March, 2020

### FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

#### RE : ADMINISTRATION OF MEDICINES

Following guidance from Staffordshire Health and Safety Team and a meeting of Full Governing Body on 2<sup>ND</sup> March 2020 we have made key changes to our 'Supporting Children with Medical Needs Policy'.

From the Summer Term 2020, (week commencing 20.4.2020) we will no longer be administering non-prescription medication at school. School staff will only be able to administer prescription medication, unless there are extreme circumstances.

Non-prescribed medicines will only be administered with prior written permission from parents in **extreme circumstances** such as residential trips or day trips, e.g. travel sickness medication or children who have an extended day through attendance at kids Club. However, this can only be administered at Kids Club.

Where a child needs non-prescribed medication over a period of time to enable them to attend school, an Individual healthcare plan (IHCP) must be completed with Mrs. Brown through a pre-arranged meeting.

Therefore, parents / carers should make arrangements for this type of medication to be administered at home wherever possible. Parents / carers are welcome to administer non-prescription medication by attending school in person themselves to administer this.

If a GP prescribes an over the counter remedy, it becomes a prescribed medicine and must be treated accordingly.

We will still continue to administer prescribed medication.

We recognise that for some parents and carers this change of practice may cause some inconvenience, governors believe that we must follow guidance as advised from Staffordshire Health and Safety.

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May we remind you that schools and settings must never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions without confirmation from the original prescriber.

A full updated copy of our Supporting Children with Medical Needs Policy' will be available on our website from 20<sup>th</sup> April 2020.

Yours sincerely,



Mr. E. Hobson  
Headteacher

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